

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA
OFFICE OF THE CLERK

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MEMORANDUM

TO: Attorneys Seeking Admission to the Northern District of Florida Bar

FROM: William M. McCool, Clerk

CONTACT: Kathy Bono, Attorney Admissions Clerk (850) 769-4556
30 West Government Street
Panama City, FL 32401

RE: Procedures for Admission to the Bar (Revised 06/01/2004)

Petition and Fee

Attached is a Petition for Admission to the Bar of this court. Local Rule 11.1 sets forth the guidelines for admission of attorneys. The attorney admission fee is \$170 (\$150 applied to the statutory fee set by the Judicial Conference of the United States and \$20 to the Federal Bench and Bar Fund for the Northern District of Florida). This is a one time non-refundable fee. Petitions should not be submitted without a certificate of good standing from the Florida Bar, or the state bar in which the attorney is a member in good standing, the \$170 fee, and the local rules tutorial confirmation number. Attorneys should successfully complete the court's online tutorials on local rules and Case Management/Electronic Case Files (CM/ECF) prior to petitioning the court for admission to the bar.

Examination

Effective January 1, 2004, the Northern District of Florida will require attorneys seeking admission to the Bar to complete the court's online local rules tutorial and CM/ECF tutorial. The tutorials are available on the court's website at www.flnd.uscourts.gov. An attorney can take the tutorials at any time of the day, any day of the week. Upon successful completion of the local rules tutorial, the applicant and the Clerk's Office will automatically be provided a confirmation number.

Attorneys will not be required to travel to a courthouse to be sworn in as a member of the bar, but will be provided an Admission Certificate after their completed Petition for Admission to the Bar is submitted to the court and processed. If the Petition is in order, the Admission Certificate should be received within 3 weeks from submission of the Petition.

If you do not have a copy of the Local Rules for the Northern District of Florida, you may obtain one from our web site: www.flnd.uscourts.gov.

Additional Information

If you have questions regarding procedures for the Northern District, please contact the attorney admission clerk in the Panama City Clerk's Office at (850) 769-4556.

PLEASE RETAIN A COPY OF ALL DOCUMENTS FOR FUTURE REFERENCE

The mission of the Office of the Clerk of the Northern District of Florida is to provide superior service to the public and the Court.

Tallahassee Division (850) 521-3501 Pensacola Division (850) 435-8440 Gainesville Division (352) 380-2400 Panama City Division (850) 769-4556

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